

Welcome



WELCOME TO STATE SERVICE
EMPLOYMENT
BENEFITS
EMPLOYEE RESPONSIBILITY

Welcome



As a new employee of Washington State government, you've joined a team that provides a wide variety of services to the residents of our state. Services range from education to agriculture, social and health services to forestry and fisheries, tax collection to protection of our environment, and many more. You can access a wealth of information about the state and agencies and information referenced in this booklet through the Access Washington web site at **WWW.access.wa.gov**.

State government is primarily in the service and information business.

The quality, capabilities and enthusiasm of state employees are critical to providing efficient, effective services to Washington residents. Take pride in being a state employee. You make Washington a great place to live, work and play.

The diversity of state agencies and the services they provide are only surpassed by the diversity of talent and backgrounds of the state employees working for those agencies. The women and men who work for state government represent a wide variety of skills, education, ages, physical abilities, and racial and ethnic backgrounds. We respect and are proud of our diversity.

This booklet provides a brief overview of the human resource system within Washington State government and your employment. Your employer and resources referenced in this booklet can provide specific information.

The Human Resource System

There are three types of employment in state government:

Washington General Service (WGS)

Washington Management Service (WMS)
Exempt

Washington General Service and Washington Management Service employees are in the classified service. Exempt employment is at the will of the employer.

State Civil Service Law, Chapter 41.06 RCW, creates the legal framework for employment of classified state employees. Under collective bargaining law, employees in bargaining units are represented by unions that negotiate working conditions and wages with the state. Other employees are covered by civil service rules adopted by the director of the Department of Personnel.

Your employer will inform you whether your position is covered by a collective bargaining agreement or governed by civil service rules.

Represented Employees

Collective Bargaining

If you are in a bargaining unit, a collective bargaining agreement covers the terms and conditions of your employment. You will be provided a copy of the agreement. An electronic copy of the agreement is also available through your employer or the Labor Relations Office web site.

Labor organizations (unions) represent employees in bargaining units and negotiate with the Governor through the Labor Relations Office. Through the negotiation process master agreements are established that set forth working conditions. Wages and the dollar amount for health care benefits are negotiated through this process and included in the Governor's budget and submitted to the Legislature for funding approval.

There is one master agreement for each union that represents 500 or more employees. Unions that represent less than 500 employees are part of a coalition. One master agreement covers unions that are part of a coalition.

Some master agreements include a union security provision that require employees in the bargaining unit, as a condition of employment, to either become members of the union and pay membership dues or pay an agency representation, or non-association fee. Your union or employer can provide more information.

Nonrepresented Employees

Civil Service Rules

If you are not a represented employee, the general terms of your employment are governed by civil service rules. Some employees are specifically prohibited from bargaining by law. These include WMS employees, internal auditors, and employees of the Public Employee Relations Commission, Office of Financial Management, the Department of Personnel and some employees in the Office of the Attorney General.

The civil service rules are adopted as Chapter 357 of the Washington Administrative Code (WAC). The rules govern employment conditions and processes such as appointment, pay practices, and separation.

The Department of Personnel has responsibility for adoption and administration of the civil service rules. Rules are adopted through a public process. Once final, the civil service rules are posted on the Department of Personnel web site.

Equal Employment Opportunity & Reasonable Accommodation

The state of Washington is committed to equal employment opportunity. Applicants and employees will be treated fairly and equally without regard to gender, race, ethnicity, age, disability, sexual orientation, veteran status, marital status, or religious or political affiliation. Reasonable accommodation is provided in all aspects of employment, consistent with the Americans with Disabilities Act and state law.



Employment

Your employer will notify you of your appointment status. Employees newly appointed to permanent positions with the state go through a probationary period in Washington General Service or a review period in Washington Management Service. Employees successfully completing their probationary or WMS review period gain permanent status in the classified service with the state.

Classification & Compensation

Your employer is responsible for assigning the duties and responsibilities of your position. These will be described in a position description form which will be used in Washington General Service to allocate your position to an occupational level/classification. A similar form is used in WMS to assign positions to a salary band.

The salary range or salary band for your position sets the upper and lower limits of pay and the parameters for setting your base salary. If you are in Washington General Service you are eligible for periodic increases until you reach the top of your position's salary range.

There are other compensation provisions that may apply to your position. Contact your employer for details. Provisions will be specified in your collective bargaining agreement or the civil service rules.

Performance Planning & Appraisal

Washington State government is focused on improvement measures to determine how well state agencies are performing and accomplishing their responsibilities. Each program is held accountable for its performance to the Governor and to the citizens of Washington State. All state

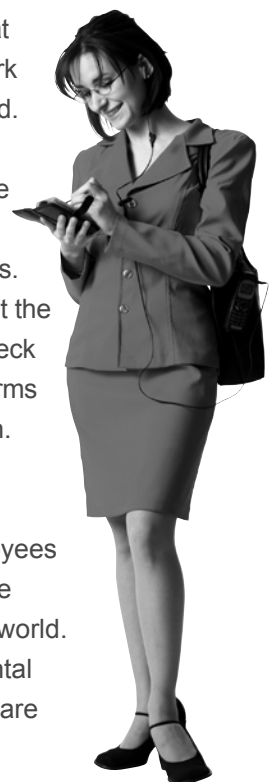
organizations are to perform to meet citizen expectation. State employee functions are aligned with state organizational goals.

It is the performance of state employees that drives the success of state organizations. The performance planning and appraisal process for individual employees links results expected of employees with organizational goals. The work of each employee represents the building blocks that go together to accomplish organizational goals and drive effective and efficient services.

Your supervisor will work to ensure that you know what is expected of you at work and how your performance will be judged. You will receive a formal performance appraisal at least once a year. Most state organizations use the Performance and Development Plan (PDP) for this process. Information about the PDP is available at the Department of Personnel's web site. Check with your employer about the specific forms and processes used in your organization.

Developmental Opportunities

The continued development of employees is essential to helping the state meet the challenges of today's quickly changing world. Ongoing training and other developmental opportunities will help to meet and prepare



you to perform the duties defined by your organization.

The Department of Personnel and your employer sponsor a variety of training and other developmental opportunities to improve your skills. Vocational schools, community colleges and universities also offer off-hour programs and courses. State employees may receive tuition waivers under certain circumstances. Many agencies have tuition reimbursement policies.

Information on developmental opportunities is available from your supervisor, your agency human resource staff or the Department of Personnel. Check with your supervisor about training that is mandatory for your position.

Promotional Opportunities

The state is a large employer with a variety of promotional opportunities. You will find opportunities for advancement within your own agency and throughout state government. You can research opportunities through job announcements posted by the Department of Personnel or your employer.

Once promoted from a position in Washington General Service, you will be in "trial service" status (similar to probationary status) in your new job. If you perform satisfactorily during this period, you achieve permanent status in the job class.

Work Schedule

Office hours for most agencies are 8:00 A.M. to 5:00 P.M., Monday through Friday. However, there are alternatives. For example, many state organizations are open 24 hours per day, 7 days a week, and employees work different shifts. Also, many agencies have policies that allow flexible work hours (flex-time).

Your work schedule will depend on your position and the area where you are assigned. Working hours, lunch periods, and work breaks will be explained to you by your supervisor or human resource consultant.

Your employer will inform you of whether your position is eligible to receive overtime and conditions that apply to changes in your work schedule.

Safety & Accidents

Safety is the responsibility of the employer and every employee. If you observe an unsafe condition, faulty equipment or other hazard, report it immediately to your supervisor. Always use safety equipment.

If you are in an accident obtain first aid immediately, and, if necessary, seek medical attention. Every accident that occurs on duty must be reported to your supervisor. This includes automobile accidents. Be sure to prepare a written accident report when required.



Benefits

State paydays are twice per month—usually the 10th and 25th.

If you do not receive your check, or if any amount on the check or earnings statement is in error, notify your supervisor or payroll office immediately.

Holidays

State employees receive eleven paid holidays:

New Year's Day | January 1

Martin Luther King, Jr. Day | 3rd Monday in January

Presidents' Day | 3rd Monday in February

Memorial Day | Last Monday in May

Independence Day | July 4

Labor Day | 1st Monday in September

Veterans' Day | November 11

Thanksgiving Holiday | 4th Thursday and Friday in November

Christmas Day | December 25

Personal Holiday | Employee's selection each calendar year

When a holiday falls on Sunday, it is observed on the following Monday for those on a standard Monday through Friday work schedule. When a holiday occurs on a Saturday, it will be observed on the preceding Friday. If you work a schedule other than Monday through Friday, contact your employer for more information about observing holidays.



Leave

You will be eligible to take vacation and sick leave. Provisions regarding leave accumulation and use are detailed in the master agreements and the civil service rules.

Other forms of leave such as educational leave, military leave, leave without pay, and family and medical leave are detailed in master agreements and civil service rules.

Insurance Benefits

Most employees and their families are eligible for medical, dental, basic life and basic long-term disability insurance plans approved by the Public Employees Benefits Board (PEBB). You may choose the medical program that will best suit your needs from the available plans.

Your agency has enrollment forms and informational brochures on all of the plans offered by the state. Further information is also available on the Public Employees Benefits Board section of the Health Care Authority web site.

Retirement

Most state employees are members of the Washington Public Employees' Retirement System (PERS). Your employer will give you a booklet that will assist you in your retirement planning. Further information may be obtained from your human resource or payroll office, or the Department of Retirement Systems (DRS) web site.

Salary Deductions

Your payroll office makes five mandatory deductions from your paycheck.

1. Federal Withholding Tax

2. Federal Social Security

3. Medicare

4. L & I Medical Aid

(Workers' Compensation insurance)

5. State Employee Retirement Fund

The payroll office may also make other deductions from your paycheck as needed for actions such as union dues, optional long-term disability insurance, U.S. Savings Bonds, or credit union deposits or loan payments.



Invest



Deferred Compensation Program

State employees are eligible to participate in the Deferred Compensation Program (DCP), a supplemental retirement plan that offers participants control over their investments. The Department of Retirement Systems administers the program. DCP reduces your federal annual taxable income by allowing you to invest a portion of your income before it is taxed. For more information, contact DCP or your payroll office.

Social Security

All state employees are covered by the federal Social Security system. Your contributions are made by payroll deduction. The state matches your contribution.

Workers' Compensation

As a state employee, you are automatically insured under the Workers' Compensation Act for injuries sustained during the course of your employment. It is the employee's responsibility to file a claim with the state Department of Labor and Industries (L&I) within one year following the date of injury. You can do this by filling out an accident report in the office of the doctor who treated your injury. If your claim is approved by L&I, you are entitled to full medical care, time loss compensation, and other accident-related compensation.

The Act further provides pension benefits for the surviving spouse and dependents in those cases where death results from the injury. If you have any questions regarding coverage or benefits, contact the Department of Labor and Industries.

Dependent Care Assistance

The Dependent Care Assistance Program provides a simple, efficient, and inexpensive way to help you pay your dependent care expenses. It reduces your taxable income, your income tax liability and your Social Security taxes. A new employee may enroll within 60 days of becoming a state employee. For enrollment information call the Department of Retirement Systems, Dependent Care Assistance Program or your payroll office.

Combined Fund Drive

Each year thousands of state employees voluntarily support charities through the Washington State Combined Fund Drive (CFD). By contributing through the CFD, you choose the charities, determine the amount to give each charity, and have the convenience of automatic payroll deduction.

You may begin a CFD contribution at any time. The Department of Personnel provides

the administrative support for the Combined Fund Drive program. You can find more information on its web site.

Electronic Deposit

You are encouraged to sign up for electronic deposit. This will ensure that your check will be deposited in your financial account. An Electronic Funds Transfer form is available from your employer.

Employee Assistance Program

Sometimes a personal or work-related problem may impair job performance. Employees may seek confidential, professional help with such problems through the Employee Assistance Program (EAP) of the Department of Personnel. There is no charge for this assistance. Its offices are located in Olympia, Seattle and Spokane. Telephone numbers can be found on the Department of Personnel's web site.



Employee Responsibilities

State employment is an important responsibility. You are responsible and accountable for your performance. **1.** Clarify any duty or expectation that is unclear **2.** Perform work as assigned and meet job expectations **3.** Pursue training necessary to maintain and expand your job competencies **4.** Conduct yourself in a professional manner with coworkers and the public **5.** Comply with workplace rules and policies.



Ethical Conduct

Public employees are responsible for conducting themselves in a manner that represents the public interest and not use their state position for personal advantage. You are responsible for familiarizing yourself with the State Ethics Law and any specific policy your employer has established regarding ethical conduct.

Key ethics issues

Employees may not give or receive any compensation or gifts from any source, except the state of Washington, for any matter connected with their services as employees. Employees who engage in outside employment or self-employment must report such activity to their supervisor.

Employees may not solicit on state property for any contribution to be used for partisan political organizations or purposes. Compulsory assessments and involuntary contributions also are prohibited.

Federal regulations pertaining to political activities may apply to some employees in organizations that have federal loans or grants-in-aid programs.

The use of state equipment and resources is limited to business use except as allowed by law and agency policy.

If you have questions regarding ethics, contact your ethics officer, HRC, or the Executive Ethics Board.

Discrimination & Sexual Harassment

Each state employee is responsible for doing their part to ensure a workplace free from discrimination. **Discrimination against co-workers or customers will not be tolerated.** This includes discrimination on the basis of religion, age, sex, marital status, race, color, creed, national origin, political affiliation, status as a disabled veteran or Vietnam-era veteran, sexual orientation, any real or perceived sensory, mental or physical disability, or because of the participation or lack of participation in union activities.

It is the policy of the state to provide and maintain a working environment free from

sexual harassment for all employees and residents participating in state programs. Sexual harassment is a form of sex discrimination and is a violation of state and federal law. Any form of sexual harassment is inappropriate and unacceptable behavior in the work place.

Attendance

Your supervisor and co-workers depend on your work. Cooperate by being on the job regularly and on time. **If you are ill, will be late or cannot report for any other reason, call your supervisor as early as possible.**

Represented employees should review their master agreements for more specific requirements on this subject. Prompt notification allows essential assignments to be assigned to others in your absence. Your supervisor or HR representative will discuss attendance and leave requirements with you.



Congratulations

Congratulations on your entry to a great career. Whether you work directly in serving the public or do work that supports agency operations or employees, what you do truly makes a difference in the lives of your fellow state residents. Each Washington resident, every day of the year, benefits from the work done by state employees. You make a positive difference in the quality of life people experience in the state of Washington.



Reference

Organization

Work unit/division

Position/title

Address

Telephone number

Fax number

Supervisor

Supervisor title

Agency director

HR consultant

Telephone number

Payroll officer

Telephone number

Union

Union representative

Telephone number

Other notes



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